### Updated: 11/22/22

### Purpose

With the interests of increasing network and account security, RVCC has implemented Multi-Factor Authentication (MFA) when signing into RVCC applications. Please review this document for an understanding of how to register, modify, and login using Multi-Factor Authentication.

## **Register for MFA**

In order to utilize Multi-Factor Authentication (MFA), you *must* configure at least one authentication method in your RVCC Microsoft account portal. Below are the available methods:

- Mobile phone (SMS, Voice call) a code is sent via a text message or provided over a phone call
- Microsoft Authenticator App (Push Notification) a notification is pushed to the mobile device with a button for "Approve" or "Deny"
- **Microsoft Authenticator App (Verification Code)** a code is generated in the app and entered at the MFA prompt. This does *not* require a network connection.
- Office Phone (Voice Call) a code is provided over a phone call to your office phone
- Handheld Hardware Tokens this is a physical device about the size of a key which generates a code that is entered at the MFA prompt. This does *not* require a network connection. For more information about this, please contact the RVCC Help Desk.
- 1. Navigate to <a href="https://aka.ms/mfasetup">https://aka.ms/mfasetup</a> and enter your RVCC account, then click 'Next'.
- 2. Once redirected to the RVCC login page, enter your account password, then click 'Sign in'

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	COMMUNITY COLLEGE
金	Ex: Faculty/Staff:G≠@rairtanval.edu Students:G≠@stu.rairtanval.edu
	@rantanval.edu
South and the second states and the	Password
	Sign in
	Type your College Network username (G Number) and password. Forgot Password

3. At the "More information is required" message, click 'Next'



4. Complete the MFA registration process by clicking the drop-down and choosing your desired authentication method from the aforementioned list, then follow the guided on-screen steps.

Microsoft	
Additional cas	with verification
Additional sec	unity vernication
Secure your account by adding p	hone verification to your password. View video to know how to secure your account
Step 1: How should we	e contact you?
Authentication phone	v
United States (+1)	1234567890
- Method	
Send me a code by tex	message
Call me	
	Next
Your phone numbers will only	be used for account security. Standard telephone and SMS charges will apply.

5. After clicking '*Next*', you will have the option to add a secondary authentication method. If you do not wish to add any additional methods, you may close the window. Otherwise, complete the required information and click '*Save*'.

Additional security verif	cation	
When you sign in with your password, y View video to know how to secure your	u are also required to respond from a registered device. This makes it harder for a hacker to sign in with just a stolen password. account	
what's your preferred option		
We'll use this verification option by defa	ult.	
Text code to my authentication p $\checkmark$		
how would you like to respon Set up one or more of these options. Le	nd? Im more	
Authentication phone	United States (+1)	
Office phone (do not use a Lync phone)	Select your country or region V Extension	
Alternate authentication phone		
Authenticator app or Token	Set up Authenticator app	
Save cancel		
Your phone numbers will only be used for	r account security. Standard telephone and SMS charges will apply.	

MFA Registration is now complete.

# Logging in using MFA

Once you have registered at least **one** authentication method, you will now be able to complete MFA prompts when logging in to various RVCC applications.

You will have the option to remain signed in for 7 days if you select the "Keep Me Signed In" checkbox. This means that you will not have to log in to the RVCC application each time you open your browser so long as you do not clear your browser cookies. Otherwise, you must log in to the application each time you close and re-open your browser.

An example of logging into RVCC's *Lion's Den* with MFA is shown below. The prompt for Multi-Factor authentication at *Step 3* will vary based upon your registered MFA method:

1. Navigate to Lion's Den – <u>https://lionsden.raritanval.edu/</u>

2. Enter your RVCC account and password. If you would like to remain signed in for 7 days, please check the box for "Keep Me Signed In". Then, click 'Sign in'.

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Signin Example: Faculty/Staff: Gnumber@raritanval.edu (G12345678@raritanval.edu) Student: Gnumber@stu.raritanval.edu (G12345678@stu.raritanval.edu)
@raritanval.edu
··········
Sign in
Forgot Password?

3. You will receive a prompt to enter in additional information (MFA) to verify your account. Complete the prompt using your registered MFA method, then click '*Sign in*'.

Lio	ns Den	Office365
	COMMUNITY COLLEGE	Microsoft
A A		Enter code
	For security reasons, we require additional information to verify your account	We texted your phone +X XXXXXXX Please enter the code to sign in.
	We've sent a text message with a verification code. +x xxxxxx	Code
	S48033	Verify
	Use a different verification option	

You will now be logged into the requested application (in this case, Lion's Den).

# Modifying Authentication Methods

Users have the ability to add, remove, and modify their already-registered MFA methods using their Microsoft account portal.

1. Login to your *RVCC Office 365 account* - <u>https://mysignins.microsoft.com/security-info</u>

### Adding a Verification Method

My Sign-Ins 🗡			
A Overview	Security info		
℅ Security info	These are the methods you use to sign into your account or reset your password.		
🖻 Organizations	Default sign-in method: Phone - text		
💻 Devices	+ Add method		
A Privacy	C Phone	Change	Delete
	Lost device? Sign out everywhere		

- Click 'Add Method'
- Select the desired verification method, then click 'Add', and follow the on-screen prompts

### **Removing a Verification Method**

My Sign-Ins $ ^{\vee}$				
♀ Overview ♀ Security info	Security info These are the methods you use to sign into your a	ccount or reset your password.		
🖻 Organizations	Default sign-in method: Phone - text	Change		
므 Devices	+ Add method			
A Privacy	S Phone		Change	Delete
	Microsoft Authenticator	Pixel 3 XL		Delete
	Lost device? Sign out everywhere			

- Click 'Delete' on the desired verification method
- Click '*OK*' on the confirmation prompt

### Updating an Existing Verification Method (ex: Change of Phone Number)

My Sign-Ins $  imes $		
R Overview Ry Security info	Security info These are the methods you use to sign into your account or reset your password.	
🖻 Organizations	Default sign-in method: Phone - text Change	
💻 Devices	+ Add method	
🔒 Privacy	🚱 Phone Change	Delete
	Change	Delete
	Microsoft Authenticator	Delete
	Lost device? Sign out everywhere	

- Click 'Change' on the desired verification method
- Follow the on-screen prompts to process the update